

## Team Contract -- 6.172 Project #3

### Meeting and communication norms

- How often will the team plan to meet outside of class?

Two or three times a week, but more if we find that we're falling behind on our deadlines. Under extraordinary circumstances, if a meeting cannot be held, another meeting will be planned to replace it in the subsequent days.

1. Thursday 7:00pm-9:00pm
2. Sunday 11am-5pm
3. Tuesday 8:30pm-11:30pm
4. Wednesday 9:00pm-12:00pm (final touches)

- How long do you anticipate meetings will be?

Meeting time lengths are dictated, should the purpose of a meeting be accomplished we can end early.

- What will you do if things change?

Depends what changes, but adjust accordingly. If we're falling behind, we'll increase both the frequency and length of our meetings, try to increase the amount of out-of-meeting work, or get help from the TAs. If we're ahead, we might chill out a bit.

- Where and when will outside-class meetings be held?

Over zoom, whenever we can both find time. We're both in Eastern time so that makes scheduling a bit easier.

- What will you do if someone fails to show for a meeting?

Text or call them/messenger.

- How will you communicate outside of meetings? (Email list? Real-time messaging plat-form? Signed messages on the Bitcoin blockchain?)

We have a Facebook Messenger group chat. Both of us read this regularly. Google spreadsheet for time tracking.

- If someone in the group decides to drop the class, what obligations does that person have to the team?

None of us are planning to drop. Team members who have dropped the class are contractually obligated to complete this project to the degree and excellence that is befitting of an MIT student intending to complete the class with high marks.

### **Work norms**

- How much time per week do you anticipate it will take to make the project successful?

We plan to spend 15-20 hours per week on the class, each.

- How will work be divided among team members? On which parts of the project will you do pair programming?

We're going to try to work simultaneously, and maybe do certain kinds of debugging through pair programming. On work that is not pair programmed, we will require code review by the remaining members.

- What will happen if someone does not follow through on a commitment, e.g., not doing their work? What if someone gets sick?

We plan to set earlier deadlines to afford buffers space, so that people can catch up if any work is missed. If someone gets sick, depending on severity we will either power through it, talk to a TA, or talk to S3. Under extraordinary circumstances the remaining group member will take over the unmet remaining responsibilities.

- How will the work be reviewed? How will you manage your code branches?

Never commit to main, and only merge to main once correctness tests are passed.

- How will you deal with different work habits of individual team members (e.g., some people like to get work done early, while others like to work under the pressure of a deadline)?

We both like to get things done early and will set some deadlines for specific parts of the project, so that there is still some pressure of the deadline as well. Hard set meeting times will help recalibrate goals.

### **Decision making**

- Do you need unanimous consent to make a decision? What process for decision-making will you use if you can't agree?

Depends on the scale of the decision - for relatively inconsequential things (e.g. name of variable) probably not; for high-level decisions on how to proceed in the project, absolutely. Try

to reach an agreement verbally with sufficient reasoning of choice, and if an impasse is reached consult a TA.

- How will you prioritize the work to be done? How will you deal with the common situation in which different team members have different optimization ideas?

We'll identify the parts of the work most important to the success of the algorithm, and pursue them in descending order of significance. For disagreements here, refer to the previous bullet point. Factors we will consider:

1. Expected speed increase
2. Ease of implementation
3. Ease of incorporation with other optimizations

- What happens if everyone does not agree on the level of commitment, e.g., some team members want an A, but others are willing to settle for a B.

Our team is seriously pursuing an A in the class.

- Is it acceptable for some team members to do more or less work than others?

All team members must contribute significantly, and hopefully as evenly as possible, but we do not expect work to be *exactly* evenly distributed. Work should at least be relatively even in terms of either value-add or time spent. If it becomes apparent that one or more students is working consistently longer then they will describe their progress and delegate outstanding tasks to the other team member(s) to provide other students the opportunity to commit more to the project.

Signed,

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